



ENGLEFIELD GREEN VILLAGE NEIGHBOURHOOD FORUM CONSTITUTION

1 Neighbourhood Forum Name

- a. The name of the Forum shall be Englefield Green Village Forum.
- b. In accordance with the NPPG, the proposed Neighbourhood Area is based upon the Local Authority's defined Ward boundaries, namely 'Englefield Green East' and 'Englefield Green West'.
- c. These boundaries have been further refined following a public consultation event held at the Village Fair and Forum planning meetings where local residents were invited to comment on the proposed Neighbourhood Area boundaries and suggest amendments as appropriate. These revisions comprised both rationalising the area, excluding areas that are not relevant for the purposes of the Neighbourhood Plan (for example parts of the protected Windsor Great Park) and including others, such as properties that were on the edge of ward Boundary limits but whose occupants identified themselves as residents of the village both geographically and communally.
- d. The map attached at Appendix A shows the resultant area covered by Englefield Green Village Forum and is known as Englefield Green Village Area.

2 Forum Objectives

The objectives of the Forum shall be:

- a. to promote and improve the social, economic and environmental wellbeing of the Englefield Village Neighbourhood Area.
- b. To encourage development that respects the distinctive, historic and unique character of the Area.
- c. to develop in co-operating of the Local Planning Authority a Neighbourhood Plan for the Neighbourhood area
- d. to consult widely with the local community, including local organisations, education, students, churches, Health Services and local businesses to encourage the goodwill and involvement of the community.



- e. To encourage development of a high architectural design and respect to heritage guidelines in the Area.
- f. To make the area more sustainable, protect garden and green spaces and bring environmental benefits to the area.
- g. to make improvements to the street environment,
- h. to ensure the Neighbourhood plan to:
 - (i) be in general conformity with the Council's adopted Local Plan 2001(Saved Policies 2007) and due consideration to the emerging Local Plan,
 - (ii) have regard to national planning policy and guidance,
 - (iii) contribute to the achievement of sustainable development, and
 - (iv) not breach and be compatible with EU obligations, the Human Rights Act and other relevant legislation, if still applicable.
- i. The Forum reserves the right to undertake any activities permitted by the relevant Neighbourhood planning provisions of the Localism Act 2011 and the Neighbourhood Planning Regulations April 2012 and to exercise any powers which attach to the Forum as a designated forum.

3 Membership

- a. Membership of the Forum is open to:
 - (i) individuals who are resident of the Area;
 - (ii) businesses or other bodies or organisations e.g. education, Health Services, churches, which operate in the Area, through their appointed representatives;
 - (iii) individuals who work in the Area (whether for businesses carried out there or otherwise);
 - (iv) Local representative, including elected members of Runnymede Borough Council Councillors and Surrey County Councillors whose ward includes any part of the Englefield Green Village Neighbourhood area.
- b. Members must be at least 18 years of age.
- c. anyone wishing to be a member, and who supports the aims and objects of the Forum, shall apply for membership by contacting



the Secretary and completing any such form as may be currently prescribed by the Steering Committee.

d. The Forum shall have a minimum of 21 members before any decision on neighbourhood planning may be made.

e. For the avoidance of doubt, individuals eligible for membership under one or more categories above will only be able to exercise one vote.

f. Where it is considered that membership would be detrimental to the aims and objectives of the Forum the Steering Committee shall have the power to refuse membership, or may terminate the membership. Refusal or termination of membership shall be upon at least two thirds of Steering Committee members so voting.

g. A member may resign from the Forum by giving 7 days' written notice to the Forum Secretary.

h. The Secretary shall maintain a list of members at all times.

i. All members shall have an equal vote.

j. Membership is not transferable.

4 Forum Steering Committee

a. The Forum shall be managed by an elected Steering Committee ("the Steering Committee") comprising of no less than five (5) and no more than ten (10) people who must be at least 18 Years of age and must either live or work in the Neighbourhood Area.

b. The Steering Committee shall appoint the following Officers from their number: a Chair, Vice-Chair, Treasurer, Secretary and any additional or replacement officers the Steering Committee deems necessary to carry out the required activities.

c. The officers shall be elected by the Steering Committee within sixty (60) days of this Constitution being adopted, and thereafter at the next meeting of the Steering Committee after the AGM. If a vacancy occurs during the course of the year, a replacement shall be elected at the next meeting of the Steering committee.

d. The Steering Committee shall be elected for a period of up to one year, but may be re-elected at the Forum's Annual General Meeting (AGM). There is no limit to the number of terms an officer may serve.

e. Steering committee members can appoint officers from within the Steering Committee to fill vacancies that arise during the year.



- f. The Steering Committee shall at all times include a minimum of two elected members of EGVRA Committee.
- g. Ward Councillors and Members of Parliament may become members of the Forum, but shall not serve as members of the Steering Committee.
- h. The Steering Committee will direct and oversee the work of Forum and will meet at least six (6) times a year for this purpose.
- i. Subcommittees or working parties may be appointed by the Steering Committee to carry out specific tasks, to consider policies and to advise the Steering Committee. Such bodies may be appointed within or outside the membership of the Forum, but will be responsible to the Steering Committee.
- j. Members of the Steering Committee (or members of a sub-committee) are required to identify and consider any personal, financial or pecuniary interests and potential conflicts that have arisen, or may arise in the future, and notify the other members as soon as is practicably possible.
- k. Any declared conflict should be noted in the minutes and will be recorded in a register of interest.
- l. The concerned member shall not be counted in the decision making process for quorum or voting purposes in respect of matters in which the concerned member has declared a conflict of interest. The concerned member shall also be excluded from the receipt of documents, discussions and information relating to the same.
- m. The Steering Committee is empowered to engage appropriate professional and technical body/bodies to carry out work provided a financial commitment is within the Forums financial means as advised by the Treasurer.

5 Meetings

- a. The Forum AGM shall take place no later than three (3) months after the end of the financial year. At least fourteen (24) days' notice will be given before the AGM.



- b. The steering Committee will call an Extraordinary General Meeting (EGM) of the Forum within 28 days of a request to do so submitted by 20 members of the Forum or at the request of the Steering Committee. An EGM shall only take place after at least fourteen (14) days' notice.
- c. Five (5) or more Steering Committee members must be present in order for a meeting of the Steering Committee to take place.
- d. A quorum for any Steering Committee Meeting shall be one half of the total number of Steering Committee Members appointed at the time.
- e. All steering Committee meetings shall be open to attendance by any Forum member who shall not be permitted to vote, speak or intervene except by consent of the Chair.
- f. The Steering Committee reserves the right to exclude observers where a majority of the Steering Committee members present deem this as necessary for the effective conduct of the business of the meeting.
- g. All meetings must be minuted and accessible to all members of the Forum and other interested parties.
- h. All members are entitled to vote at any general meeting. Voting shall be made by a show of hands on a majority basis. Members unable to attend may appoint the Chair or other officer of the Steering Committee to vote on their behalf on any particular issue by sending a notice to one of them (by email or in writing) authorising them to do so. In the case of an equal vote, the Chair or an appointed deputy shall make the final decision.
- i. The Chair of the General Meeting shall be the Chair, Vice-Chair or if either unable to attend the person nominated in writing by the Chair.
- j. All members of the Steering Committee are entitled to vote at any Steering meeting. Voting shall be made by a show of hands on a majority basis. In the case of an equal vote, the Chair or an appointed deputy shall make the final decision.
- k. In case of equality of votes at any general Meeting, the Chair of the meeting will be entitled to a second and casting vote.



6 The Secretary

The Secretary shall be responsible for:

- a. handling membership requests of the Forum,
- b. maintaining the list of membership
- c. taking minutes of all Forum and Steering Committee meetings
- d. the despatch of notices of General Meetings and Steering Committee meetings
- e. maintaining a Register of the interests of members of the Committee
- f. maintaining and updating the website with appropriate forum information e.g. minutes, finances, Neighbourhood plan drafts, etc.

7 Forum Finances

- a. The Forum will have the power to raise funds as necessary for its activities, by grant, donation or any other appropriate means.
- b. The Steering committee Treasurer shall open one or more bank accounts as necessary in the name of the Forum.
- c. Funds acquired by the Forum, including donations, contributions and bequests shall be paid into the account operated by the Steering Committee in the Forum name.
- d. All Funds must be applied to the objectives of the Forum and for not other purpose. Any cheques etc. relating to the Forum's bank account shall be signed by at least two (2) of the following Steering Committee members: Chair, Vice- Chari, Treasurer, Secretary.
- e. Any income/expenditure shall be the responsibility of the officers of the Steering Committee who will be accountable to ensure funds are utilised effectively and that the Forum stays within budget.
- f. An annual financial report shall be presented at the AGM. The Forum's accounting year shall run from 1 April to 31 March.

8 Neighbourhood Plan

- a. Any decision to submit the Neighbourhood Plan to Runnymede Borough Council for their actions to gain approval for the Plan from the individuals and businesses of Englefield Green, will initially be subject to a majority vote of members present at a meeting of the Forum at which any decision is considered. The voting quorum shall be a minimum of twenty-one (21) members.
- b. All consultation on the Neighbourhood Plan will be open to all residents and businesses in the Englefield Green Village Area whether members of the Forum or not.
- c. The Forum may set up a website to publicise the neighbourhood planning process, record it and seek views of the public.



9 Alterations of the Constitution

- a. Any changes to this constitution must be agreed by a majority vote at an AGM, EGM.
- b. Proposed amendments to this constitution by members must be conveyed in writing to the Steering Committee Secretary. The Secretary and other members of the Steering Committee shall then decide on the date of an EGM to discuss such amendments.

10 Dissolution

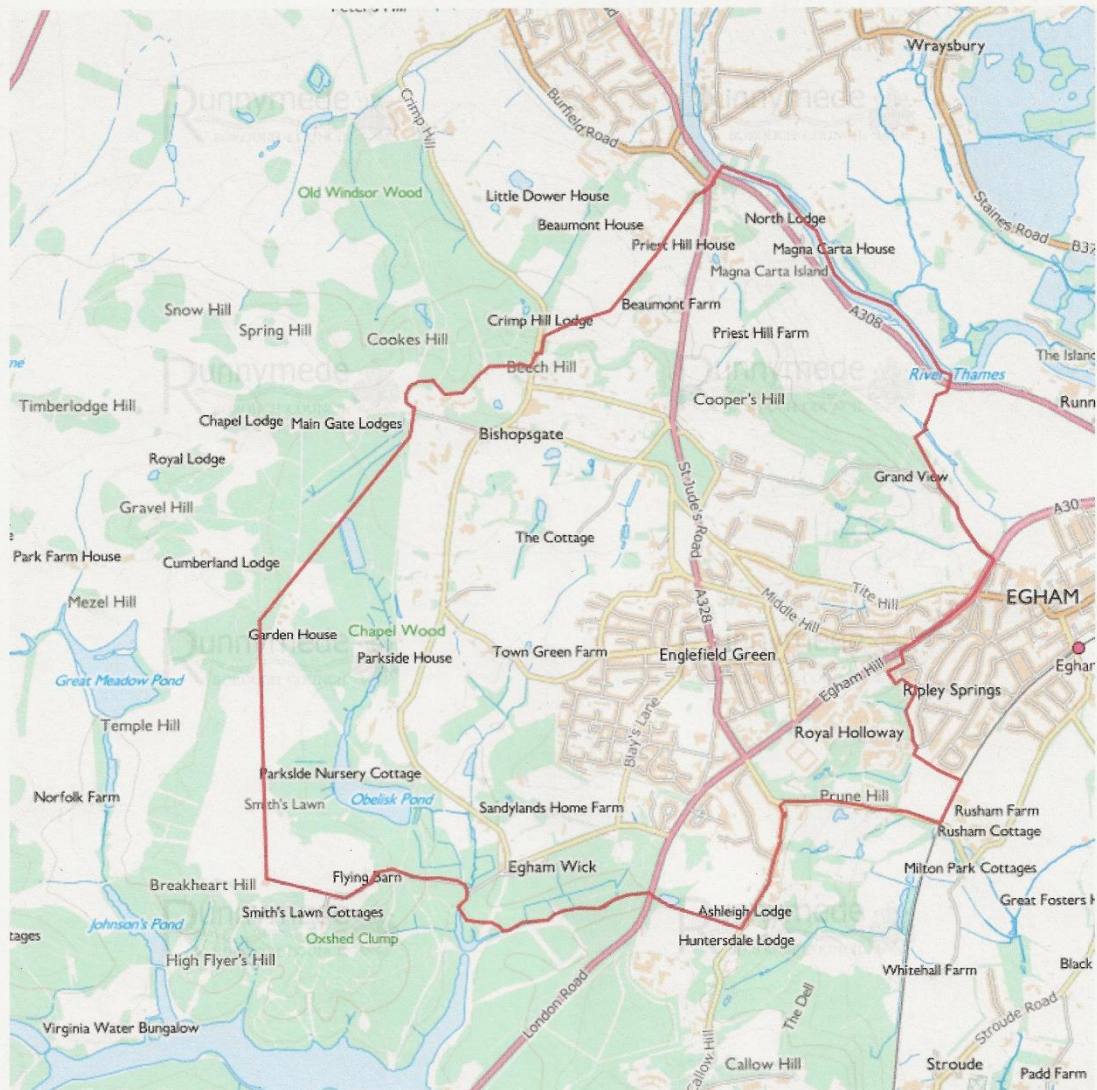
- a. The duration of the Englefield Green Neighbourhood Forum is five (5) years from the Neighbourhood Forum designation date.
- b. The Forum may be dissolved if deemed necessary by its member in a majority vote at the AGM or EGM provided twenty-eight (28) days' notice of the proposed dissolution has been given to the Forum Members. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups and the discretion of the Steering Committee.
- c. In accordance with the Localism Act 2011, a formal review of the functions and achievements of the Forum shall be carried out five years after its formal designation by Runnymede Borough Council. Following such review, and consultation with its members, the Forum may decide to continue, amend or dissolve itself as considered appropriate.



Appendix A



Appendix A- Map showing boundaries of Englefield Green Neighbourhood Area



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